

# Application For Employment



COUNTY OF CAPE MAY  
DN 121, Central Mail Room  
Cape May Court House, NJ 08210

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status.

(PLEASE PRINT)

Date of Application \_\_\_\_\_

Position(s) Applied For: \_\_\_\_\_

\_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

\_\_\_\_\_  
(Address) (Number) (Street)

\_\_\_\_\_  
(City) (State) (Zip Code)

\_\_\_\_\_  
(Telephone Number(s))

\_\_\_\_\_  
(Social Security Number)

if you are under 18 years of age, can you provide  
required proof of your eligibility to work?

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever filed an application with us before?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, give date \_\_\_\_\_

Have you ever worked with us before?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, give date \_\_\_\_\_

Are you currently employed?

Yes \_\_\_\_\_ No \_\_\_\_\_

May we contact your present employer?

Yes \_\_\_\_\_ No \_\_\_\_\_

Are you prevented from lawfully becoming employed in this  
country because of Visa or Immigration Status?  
(Proof of citizenship or immigration status will be  
required upon employment)

Yes \_\_\_\_\_ No \_\_\_\_\_

On what date would you be available for work?

\_\_\_\_\_

Are you available to work: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary \_\_\_\_\_

## Education

	Elementary School	High School	Undergraduate College/University	Graduate/Professional
School Name and Location				
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				
Describe any specialized training, apprenticeship, skills and extra-curricular activities				
Describe any honors you have received.				
State any additional information you feel may be helpful in considering your application				

### List professional, trade, business or civic activities and offices held.

*You may exclude memberships, which would reveal sex, race, religion, national origin, age, ancestry, or disability or other protected status.*

\_\_\_\_\_  
\_\_\_\_\_

## References

Give name, address and telephone number of three references who are not related to you and who are not previous employers.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Have you ever had any job-related training in the United State Military? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe \_\_\_\_\_  
\_\_\_\_\_

# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations, which indicate race, color, religion, gender, national origin, disability or other protected status.

Employer		Dates Employed		Work Performed
		From	TO	
Address				
Telephone Number (s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	TO	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	TO	
Address				
Telephone		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		
		From	TO	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title				
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

## Special Skills and Qualifications

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# Applicant's Statement

Are you now, or have you ever been a member of the New Jersey Public Employees Retirement System, or the New Jersey Police and Fireman's Retirement System?

No \_\_\_\_\_ Current Member \_\_\_\_\_ Past Member \_\_\_\_\_

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed one (1) year.

I hereby acknowledge that any employment relationship with the County of Cape May is subject to the New Jersey Department of Personnel testing and certification procedures.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

## Notice to Employees and Applicants That Consumer Reports May Be Obtained

In compliance with Public Law 91-508 (the Fair Credit Reporting Act), as amended by Public Law 104-208 (the Consumer Credit Reporting Reform Act) and applicable state law, this notice is to inform you that consumer reports including Credit Bureau Reports, Motor Vehicle Reports, Criminal Records, Drug Tests, Consumer Investigations, and Medical Information may be obtained in connection with your application for employment or current employment. If obtained, this consumer report may be used in making decisions concerning your application for employment and/or employment status with this company.

(Signature of Applicant)

(Date)